

MUNICIPAL INLAND WETLAND COMMISSIONERS TRAINING PROGRAM



July 2013

2012 Summary Report

Connecticut Department of Energy and Environmental Protection



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Municipal Inland Wetland Commissioners Training Program

2012 SUMMARY REPORT

Introduction

Connecticut's Inland Wetlands and Watercourses Act (IWWA), established in the General Statutes of Connecticut (CGS) section 22a-36 through section 22a-45, delegates the authority to regulate activities affecting inland wetlands and watercourses to municipal inland wetlands agencies. The IWWA also mandates the Connecticut Department of Energy and Environmental Protection (DEEP) to develop a comprehensive training program for inland wetlands agency members¹. The objective of the program is to provide training and guidance to municipal inland wetlands agencies regarding both the law they are implementing and the resources they are charged with protecting. The training program is known as the Municipal Inland Wetland Commissioners Training Program and has been conducted since 1987 (see Appendix A for a history of the training program). This report describes and summarizes the 2012 Municipal Inland Wetland Commissioners Training Program.

The 2012 Municipal Inland Wetland Commissioners Training Program

The 2012 Municipal Inland Wetland Commissioners Training Program was announced to all municipal inland wetlands agencies through two brochures. The first brochure, which explained the training program and provided a description of the program's three segments, was mailed in February 2012. The brochure contained a registration form for both Segment 1 and Segment 2 (see Appendix B1). A second brochure was mailed to all municipal inland wetlands agencies in September 2012. The second brochure contained a more detailed Segment 3 program description and a registration form for that segment (see Appendix B2).

Program Format and Content

Segment 1 was titled "Connecticut's Inland Wetlands and Watercourses: A Primer for New Inland Wetlands Agency Members and Staff", and provided participants with the fundamentals of wetland and watercourse protection in Connecticut. Subject matter included: the history of wetlands protection in Connecticut, the identification of wetlands and watercourses pursuant to Connecticut law, the statutory basis for regulating wetlands and watercourses, the role of municipal inland wetlands agencies, the functions and values of wetlands and watercourses, and a basic lesson in map reading and site plan review.

¹ The term "commissioner(s)" and "commission member(s)" is synonymous with the term "agency member(s)".

In 2012 the DEEP offered participants two options for completing Segment 1. Participants could either register for a “live” workshop or complete a new online course. The “live” workshop was offered at the DEEP Marine District Headquarters in Old Lyme in mid-April. Guest speakers included an Assistant Attorney General from the Office of the Attorney General, and a Forester from the DEEP's Division of Forestry. The online course option allowed the DEEP to extend the Segment 1 offering without numeric or geographic limitations. The online course, designed to be self-paced, provided the same content as the traditional day-long workshop; and included text, slides, video, and self-assessments.

Segment 2 was titled "Connecticut's Inland Wetlands and Watercourses: *A Legal, Administrative, and Resource Management Update*." This advanced segment was recommended for all agency members and staff. DEEP Wetlands Management Section staff provided a synopsis of the 2012 legislative session. This was followed by representatives from the Office of the Attorney General presenting an examination of recent court cases and associated case law. A number of issues associated with the court cases were discussed including, but not limited to, the construction of roads directly related to a farming operation; and enforcement including the types of violations, collection of evidence, record keeping and enforcement approaches. The Office of the Attorney General concluded their portion of the program with a half-hour open question and answer session.

Based on 2011 recommendations, the 2012 Segment 2 program was reduced from six hours to four hours. This recommendation reflected comments received on exit questionnaires which have indicated that while a full day program provides useful and interesting information, the amount of information can be overwhelming. Therefore the technical wetland related topic presentation was removed from the program format which allowed participants to focus on complicated legal and administrative issues pertaining to Connecticut inland wetlands and watercourses regulation. The Segment 2 program was held during May and June at five locations: the University of Connecticut, Torrington; the University of Connecticut's Graduate Business Learning Center, Hartford; the Northeastern Connecticut Council of Governments, Killingly; the DEEP Marine District Headquarters, Old Lyme; and the Housatonic Community College, Bridgeport.

Segment 3 provided two workshop choices held in October and November. Both Segment 3 offerings began with a series of indoor presentations followed by an afternoon field session to highlight concepts covered during the classroom presentations. This first choice was titled “Vernal Pool Ecology and Monitoring”. This all-day program, conducted with the assistance of the Vice President of Programs for the Connecticut Science Center and Connecticut Ecosystems, LLC (a private consulting soil scientist), provided participants with an overview of the ecology of vernal pools including vernal pool identification in the dry season. The program was conducted at the CT Forest and Park Association, Middletown on two different dates. The second choice was titled “Benthic Macroinvertebrates: What These Organisms Can Tell Us About the Health of a Stream”. This all-day program, conducted with the assistance of DEEP staff, provided participants with an overview of the Rapid Bioassessment (RBA) method of surveying stream macroinvertebrates and stream health. The program was conducted at the DEEP's Sessions Woods Wildlife Management Area, Burlington on two different dates.

Participants of all three segments were provided with a segment specific text packet (printed materials) to share with their respective inland wetlands agencies, enabling training to extend beyond the segment participants, and to assist the agency in meeting the Connecticut statutory

requirement of section 22a-42(d). The packets contained an agenda, lecture outlines, as well as other supporting information pertaining to the topics being discussed. Appendix C1 contains a list of presenters for the 2012 Municipal Inland Wetland Commissioners Training Program. Appendices C2 through C4 consist of the agendas for each of the training program segments.

Training Program Registrations and Voucher Usage

The DEEP carried out the IWWA statutory requirement (section 22a-42(d)) of making the comprehensive training program available to one person from each town, without cost to that person or town, by mailing one voucher (See Appendix D1) along with the program brochure to each municipal inland wetlands agency in February. The voucher allowed one person from each town to attend Segment 1 and Segment 2 at no cost. The DEEP mailed a second voucher for Segment 3, along with a second program brochure, in September. Participant substitution of the voucher was allowed on a case-by-case basis.

Of the 386 people that registered for the 2012 Municipal Inland Wetland Commissioners Training Program, 194 registrants used a voucher to cover the registration fee, and 192 registrants actually paid a registration fee to attend some portion of the training program. Registered participants represented 96 towns (See Appendix D2). 24 towns registered five or more participants, with some towns having their entire inland wetlands agency and staff attend one or more segments of the training program.

Participant Attendance and Certificate of Completion

The 2012 Municipal Inland Wetland Commissioners Training Program was attended by a total of 332 participants. This number is lower than the number of people that registered for the training program as some people either cancel or do not show for a particular segment. Specifically, 72 participants attended Segment 1, 160 participants attended Segment 2, and 100 participants attended Segment 3. If an individual registered for Segment 1 and Segment 2, the individual would be counted as two participants. There were 204 individuals who attended the 2012 training program. Of these individuals, 43 completed all three segments. Hence 43 certificates of program completion were issued pursuant to CGS section 22a-39(n). (Appendix E shows a sample of the certificate.)

Administrative and Financial Summary

In order to conduct the 2012 Municipal Inland Wetland Commissioners Training Program, the DEEP contracted with the University of Connecticut, College of Continuing Studies (CCS), to provide administrative support for the training program. Services provided by the CCS and the DEEP can be found in Appendix F.

Through a Memorandum of Understanding between the CCS and the DEEP, it was agreed that a cost of \$35 per person per segment would cover the services provided by the CCS. Note that this cost does not include expenses associated with the voucher, nor does it include the DEEP in-kind services mentioned in Appendix F. The CCS accepted registration by voucher in lieu of payment. Consequently, the DEEP was required to subsidize \$35 per voucher. The DEEP established a registration fee of \$65 for Segment 1, \$50 for Segment 2, and \$55 for Segment 3. In addition to participant registration fees, funding for the 2012 Municipal Inland Wetland Commissioners

Training Program included a U.S. Environmental Protection Agency Wetland Program Development Grant.

Table 1 below shows the breakdown of the CCS costs incurred for the 2012 training program. Note that the CCS provided program administration services for each registered person, regardless of whether they actually attended the program or not, and regardless of whether they used a voucher or paid a registration fee. Therefore the number of registrants, as opposed to the number of participants that truly attended the program, is used when calculating the financial information as this reflects the actual costs the CCS charged to the DEEP. Table 1 does not reflect DEEP in-kind services. It is worth mentioning that in order to have covered all of the CCS costs associated with the 2012 training program, the DEEP would have had to charge a fee of approximately \$175.00 to each of the registered *paying* participants.

TABLE 1. 2012 Training Program: Participant Registration Financial Summary

2012 Municipal Inland Wetland Commissioners Training Program	Segment 1	Segment 2	Segment 3	TOTAL
Total # of Registered Participants	104	171	111	386
# of Registered Voucher Participants	51	78	65	194
# of Registered Paying Participants	53	93	46	192
Registration Fee	\$65.00	\$50.00	\$55.00	-
CCS Cost based on \$35.00 per Registered Participant	\$3,640.00	\$5,985.00	\$3,885.00	\$13,510.00
Total Receipts from Registered Paying Participants ^a	\$3,445.00	\$4,650.00	\$2,530.00	\$10,625.00
Participant Registration Costs Subsidized by DEEP	\$195.00	\$1,335.00	\$1,355.00	\$2,885.00
Other CCS Expenses ^b	\$4,824.88	\$6,571.06	\$9,049.50	\$20,445.44
Balance DEEP Paid to CCS	\$5,019.88	\$7,906.06	\$10,404.50	\$23,330.44^c

a: receipts were payable to the CCS for program administration

b: includes non-registration expenses such as brochure design and printing, food services, transportation, etc.

c: total cost of training program not including DEEP in-kind services

Exit Questionnaires

Participants in the 2012 Municipal Inland Wetland Commissioners Training Program were asked to fill out an exit questionnaire at the end of each segment (see Appendix G). The questionnaires were summarized to determine how the training program met the needs of municipal inland wetlands agencies and their staff, and to obtain topic suggestions for future workshops. Not every participant completed an exit questionnaire, nor was every questionnaire completed entirely.

DEEP collected 73 questionnaires for Segment 1 (20 for the “live” workshop, 52 for the online course, plus one “guest”), 149 questionnaires for Segment 2, and 75 questionnaires for Segment 3. The exit questionnaire asked participants to rate their knowledge of the topics presented *before* attending a particular segment. The results are summarized in Table 2 below. Regarding Segment 1, 64% of participants had a poor or fair understanding of the topics presented prior to completing the program. It is expected that more than half of Segment 1 participants will have very limited knowledge of the law and their roles and responsibilities under such law, as this portion of the comprehensive training program is tailored for the new agency member or staff person.

Table 2.* 2012 Training Program: Number of Participants with Knowledge Prior to Training

2012 Municipal Inland Wetland Commissioners Training Program	Excellent	Good	Fair	Poor
Segment 1	4	22	40	6
Segment 2	18	64	60	7
Segment 3	10	31	18	12

*Numbers between tables vary because not all questions were answered on each exit questionnaire received.

The exit questionnaire also asked participants to characterize the overall quality of each segment as excellent, good, fair or poor. Table 3 below shows that 51% of responding participants felt the 2012 training program was excellent, and 47% felt the program was good - a score of good or higher by 98% of attendees.

Table 3.* 2012 Training Program: Overall Quality

2012 Municipal Inland Wetland Commissioners Training Program	Excellent	Good	Fair	Poor
Segment 1	31	40	2	0
Segment 2	73	69	6	0
Segment 3	46	29	0	0
TOTAL	150	138	8	0

*Numbers between tables vary because not all questions were answered on each exit questionnaire received.

A third question asked participants to indicate, by categorizing as excellent, good, fair or poor, how the information presented met their expectations and corresponded to their needs. Table 4 below shows that 95% of the responding participants felt that the 2012 training program was excellent or good at meeting expectations and needs.

Table 4.* 2012 Training Program: Responding to Participant Needs

2012 Municipal Inland Wetland Commissioners Training Program	Excellent	Good	Fair	Poor
Segment 1	33	35	5	0
Segment 2	66	74	5	2
Segment 3	47	24	3	0
TOTAL	146	133	13	2

*Numbers between tables vary because not all questions were answered on each exit questionnaire received.

Recommendations for Future Training Programs

Upon completion of the 2012 Municipal Inland Wetland Commissioners Training Program, DEEP analyzed exit questionnaire comments to determine if the program met the DEEP's expected outcome, and to establish if the program provided municipal inland wetlands agency members and staff with a high-quality learning experience.

Segment 1 is tailored for the new agency member or staff person and is designed to be repeatable from year to year, enabling municipal inland wetlands agencies to count on a component of the program that will train new members and staff. Of the exit questionnaires that

were completed, 80% of participants indicated they had been with their inland wetlands agency two years or less (Table 5 below). It is obvious that in 2012, Segment 1 continued to attract “new” agency members and staff, making it possible for such participants to obtain a foundation as to their roles and responsibilities pursuant to the Connecticut Inland Wetlands and Watercourses Act.

Table 5. 2012 Training Program: Years as a Commission Member/Staff - Segment 1

2012 Municipal Inland Wetland Commissioners Training Program	Less than 1 year	1 – 2 years	3 – 4 years	5 -10 years	More than 10 years	Total
Segment 1	41	14	2	9	2	68

Segment 1 has traditionally been offered as a face-to-face workshop, at four different locations and on four different dates. In 2011 the DEEP tested a Segment 1 online training course. The preliminary online course was rated as excellent or good by 96% of the attendees. In 2012 the online course was officially released. Of those that completed the online course, 98% rated the effectiveness of the course as good or excellent. The online course allows the DEEP to extend training beyond that typically provided in a “live” workshop. Attendees can complete the course from the comfort of their home, or office, as their schedule permits. Based on 2012’s success, the DEEP recommended continuing to offer the online course option along with one face-to-face workshop option in 2013. It is anticipated that the “live” workshop will have decreasing attendance in future years, with the online course option becoming favored by participants. Therefore it may be necessary to phase out the Segment 1 workshop option. DEEP will monitor Segment 1 workshop registrations in 2013 to determine if conducting a “live” workshop is warranted.

Segment 2 was designed to provide all agency members and staff with information on new legislation, new case law, and other legal or administrative subjects. Since Segment 2 provides municipal inland wetlands agencies with annual updates, DEEP strongly recommends that at least one member of an agency, or the agency’s staff, attend Segment 2. Participants attending the workshop were primarily experienced, with 54% having been with their agency or staff of their agency for five years or greater (Table 6 below). This is expected as veteran members and staff will attend Segment 2 annually to obtain legal and administrative updates. It is also significant to note that 31% of attendees indicated they were members or staff of their agency for less than 2 years. This information verifies that Segment 2 attracts participants with a wide range of experience.

Table 6. 2012 Training Program: Years as a Commission Member/Staff - Segment 2

2012 Municipal Inland Wetland Commissioners Training Program	Less than 1 year	1 – 2 years	3 – 4 years	5 -10 years	More than 10 years	Total
Segment 2	28	18	22	37	40	145

Due to consistent registrations over the past few years DEEP recommended that Segment 2 continue to be offered on five different dates and locations during the 2013 training year. Exit questionnaires indicated that the shorter program format was desirable and that participants did not feel overwhelmed with the amount of information presented. Therefore DEEP recommended continuing with the four hour program format in 2013. DEEP also recommended, at the request of Segment 2 presenters, to explore other workshop locations in eastern Connecticut. For many years the Northeastern Connecticut Council of Governments meeting room has been used to conduct the Segment 2 program. DEEP will explore returning to the University of Connecticut in Storrs, will explore the Tolland Agricultural Center in Vernon, and explore using Three Rivers Community College in Norwich.

Segment 3 was tailored for municipal staff and experienced agency members, and consisted of two technical workshops. The first workshop, offered on two dates, presented information on vernal pools. The second workshop, also offered on two dates, discussed benthic macroinvertebrates and stream health. The workshops began with classroom presentations that provided an overview of the subject matter, followed by an afternoon “field” visit to further examine the concepts covered during the classroom sessions.

Based on completed Segment 3 exit questionnaires, 48% of the participants indicated they were agency members and 47% of the participants indicated they were municipal inland wetlands agency staff. Of those in attendance, 38% had been with their agency two years or less while 50% of participants had been with their agency more than five years (Table 7 below). This information firmly emphasizes that not only are staff interested in technical field workshops, but that the hands-on program format also appeals to agency members. Further, these “field” workshops attract a variety of experience levels.

Table 7. 2012 Training Program: Years as a Commission Member/Staff - Segment 3

2012 Municipal Inland Wetland Commissioners Training Program	Less than 1 year	1 – 2 years	3 – 4 years	5 -10 years	More than 10 years	Total
Segment 3	14	14	9	15	23	75

DEEP recommended continuing to offer Segment 3 on four or five different dates, depending on subject matter and field location availability, during the 2013 training program; and to continue to vary the subject matter offered each year.

Summary

The Municipal Inland Wetland Commissioners Training Program has received an average of 452 registrations per training year since 2005. The 2012 training program received a total of 386 registered participants (see Table 1). In 2011, the training program experienced the lowest registration numbers since 2005, with a total of 348 registrants. The number of registrants increased slightly in 2012. The overall training program decrease in registered participants experienced in 2011 may have been due to the economic downturn, which may have continued into 2012. Nonetheless, the Municipal Inland Wetland Commissioners Training Program continues to be well attended, particularly by new agency members.

The incorporation of annual recommendations from training program participants will enable the DEEP to continue to provide a successful training program. Further, while the certificate of program completion has no professional designation associated with it, and simply indicates that a person has made the effort to complete all three segments in a particular calendar year, it appears the certificate carries more weight as towns are requiring staff to obtain such certificate and as new members are seeking it for their resume. The average number of certificates of program completion awarded each year since 2005 is 60 certificates.

Additional comments and suggestions are welcome as the DEEP continues to strive to provide a modern, reliable, informative and quality Municipal Inland Wetland Commissioners Training Program.

APPENDIX A

History of the Municipal Inland Wetland Commissioners Training Program

Pursuant to CGS section 22a-39, the DEEP is charged with developing a comprehensive training program for municipal inland wetlands agency members. The annual program covers a broad range of topics including the administrative, legal, and scientific issues associated with the municipal regulation of inland wetlands and watercourses in Connecticut.

The Municipal Inland Wetland Commissioners Training Program originated in 1987 as a result of an amendment to the IWWA. During the late 1980's and early 1990's the training program consisted of a series of workshops offered intermittently. In 1995 the IWWA was again amended to require the DEEP to issue a certificate to any member of a municipal inland wetlands agency or its staff who completed the training program (CGS section 22a-39(n)). In 1996 the IWWA was further amended to require that at least one member of a municipal inland wetlands agency or staff of the agency complete the comprehensive training program developed by the DEEP (CGS section 22a-42(d)). In addition, the IWWA was amended to require "duly authorized agents" to complete the comprehensive training program before they can be delegated the authority to approve or extend certain activities pursuant to CGS section 22a-42a(c)(2). To assist municipalities with sending individuals to the training program, the 1996 amendments required the DEEP to make the training program available to one person from each town without cost to that person or the town. To implement this requirement the DEEP issued an annual Prepaid Registration Certificate, which in subsequent training years became known as a Voucher.

Due to the numerous changes made to the IWWA in 1996, the DEEP determined there was a need to develop a training program to address the increasingly complex goals and objectives of both municipal inland wetlands agencies and municipal staff, and to efficiently convey important legal, administrative, and resource information. Therefore the DEEP implemented a pilot training program for the fall, winter, and spring of 1996 through 1997 (see report titled "The 1996-1997 Municipal Inland Wetland Commissioners Training Program", March 2000). Upon completion of the pilot program, DEEP staff analyzed training program evaluation forms, obtained comments from various municipal inland wetlands agencies, and received comments from other interest groups and resource professionals. This information was assessed to define the necessary statutory and resource protection knowledge and skills that need to be taught to agency members and staff, and to make recommendations on how future training programs are to be conducted.

Consequently, DEEP staff recommended that the 1997 - 1998 Municipal Inland Wetland Commissioners Training Program be organized into three components: an introductory segment, an advanced segment, and a specialized segment (see report titled "Municipal Inland Wetland Commissioners Training Program 1997 - 1998 Summary Report", October 2002). The introductory, advanced and specialized segments respectively became known as Segment 1, Segment 2, and Segment 3. Specifically, Segment 1 was intended for new agency members and staff. This portion of the training program provided an introduction to the IWWA and examined the roles and responsibilities of municipal inland wetlands agencies, the basic functions and values of wetlands, the identification of wetlands and watercourses in Connecticut, the basics of site plan review, and a brief overview of other regulatory programs. This segment was designed to be repeatable from year to year without any significant changes in course material, enabling municipal inland wetlands agencies to rely on a component of the program to train new members.

Segment 2 of the training program targeted all wetlands agency members and staff and expanded upon the introductory portion. New amendments to the IWWA, a case law update, a legal "hot topic", and a specific technical wetland related subject were presented. This segment was designed to provide a consistent program format in which annual changes to the IWWA can be presented each year.

Segment 3 was tailored for municipal inland wetlands agents and other staff, as well as experienced agency members, who have considerable knowledge of wetland and watercourse related issues. This portion of the program consisted of a technical field workshop on a specialized topic.

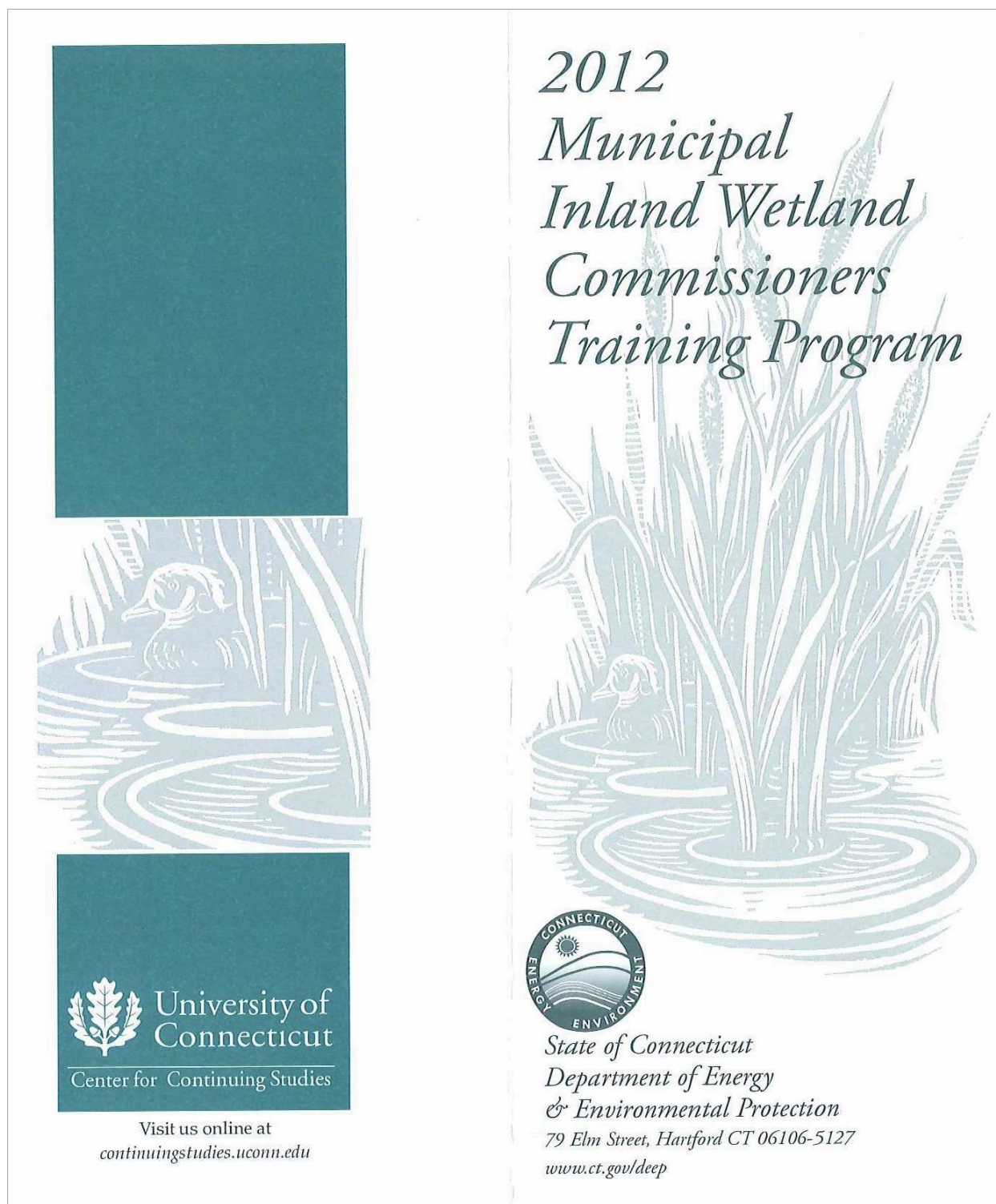
The 1997 - 1998 three-segment approach was a success, attended by two-thirds of Connecticut's municipalities. As a result, DEEP staff decided to continue the three-segment format with future Municipal Inland Wetland Commissioners Training Programs.

In 1999 the training program was offered on a calendar year basis. Previous training programs began in October of a given year with Segment 1 and ended in June of the following year with Segment 3, similar to a school schedule. Conducting the program in such a manner caused some confusion among participants and was not administratively efficient. The new calendar year schedule allowed the program to begin in the spring with Segment 1 and Segment 2, and finish in the fall with Segment 3 (see report titled "Municipal Inland Wetland Commissioners Training Program 1999 Summary Report, December 2002"). DEEP staff maintained the calendar year, three-segment format for the 2000 through 2012 training programs (for more information regarding a specific training year see the corresponding summary report).

Recommendations and exit questionnaire comments continue to be incorporated into the program on an annual basis.

APPENDIX B1

Segment 1 and Segment 2 Brochure



The 2012 Training Program

The Municipal Inland Wetland Commissioners Training Program is presented by the Connecticut Department of Energy & Environmental Protection (DEEP) Wetlands Management Section. Pursuant to the General Statutes of Connecticut Section 22a-39, the DEEP is charged with developing a comprehensive training program for inland wetlands agency members and staff. The training program, offered annually, covers a broad range of legal, administrative and scientific subjects relevant to municipal inland wetlands regulation.

Who should attend?

The Municipal Inland Wetland Commissioners Training Program is intended for Connecticut's 170 municipal inland wetlands agencies. The training program is organized into three segments in order to meet the varying needs and diverse backgrounds of agency members and staff. The three segments are designed as follows:

- Segment 1 is tailored for **new** agency members and staff.
- Segment 2 is recommended for all agency members and staff.
- Segment 3 is designed for agency staff (wetland agents) and experienced agency members.

Is pre-registration required?

Due to limited enrollment, participants must pre-register. Registration is on a first-come, first-served basis with priority being given to inland wetlands agency members and staff. Registrants will receive confirmation and directions online or in the mail.

What happens if a program segment is cancelled or rescheduled?

The DEEP reserves the right to cancel or reschedule the training program. Registrants will be notified at the earliest possible time and offered a different date/location. If the participant is unable to switch to a different date/location any paid registration fees will be refunded in full.

Can a refund be made if a participant needs to cancel?

Registration fees are refundable only if cancellation is received 48 hours prior to the start of the program. If cancellation is received with less than 48 hours notice the participant will be charged the full program fee. Registration fees for the Segment 1 online course are refundable only prior to December 1 and if the registrant has not entered the online course. **These cancellation policies apply to voucher registrants as well.** Please call the UConn student services office at 877-892-6264 or 860-486-4905.

Are program registration fees waived for any reason?

CT General Statute Section 22a-42(d) provides that the DEEP waive program registration fees for one person from each town. A voucher for Segments 1 and 2 of the 2012 Municipal Inland Wetland Commissioners Training Program has been sent to each town's inland wetlands agency with instructions on its use. To receive complimentary registration, the designated representative must include the **original DEEP voucher** with the mailed registration form or use the voucher code with online registration.

Participants that register for a Segment using the voucher and fail to attend, or fail to cancel at least 48 hours prior to the start of the program, will be charged the full program fee.

Which segment meets the agent training requirement pursuant to CT General Statute Section 22a-42a(c)(2)?

The Statute requires duly authorized agents to complete the DEEP's comprehensive training program before the above authority can be delegated to them by their inland wetlands agency. The DEEP issues a certificate to any member of a municipal inland wetlands agency or staff who completes the training program offered annually. Such certificate is proof that the training requirement has been met.

Workshop Descriptions

April 2012 - Segment 1

Connecticut's Inland Wetlands and Watercourses Act: *A Primer for New Inland Wetlands Agency Members and Staff*

Segment 1 is designed for new agency members and staff. Participants will learn the fundamentals of the Connecticut Inland Wetlands and Watercourses Act. The segment will also include a presentation on wetland soils, a lesson on site plan review and map reading, and a brief summary of the functions and values of wetlands and watercourses, with a focus on fisheries habitat and stream crossings.

Participants wishing to complete Segment 1 may choose either the all day live workshop or the online course.

NEW ON-LINE COURSE

The CT DEEP is excited to announce that Segment 1 of the Municipal Inland Wetland Commissioners Training Program is now available as an on-line course. This course provides the same informational content as the day-long, face-to-face workshop and may be applied to completion of the training program. The online format is self-paced; participants may start the course at any time prior to December 1, 2012 and proceed through the materials in a manner that is convenient for their schedule. Course work needs to be completed by December 15, 2012. Registrants will receive program confirmation and course instruction by email.

May/June 2012 - Segment 2

Connecticut's Inland Wetlands and Watercourses Act: *A Legal, Administrative, and Resource Management Update*

Segment 2 is recommended for all agency members and staff. New for 2012, Segment 2 will be a half-day program 9:00 AM – 1:00 PM. In this convenient format participants will receive a comprehensive review of pertinent legal and administrative issues as well as an opportunity for an extended open question and answer session. DEEP representatives will provide a synopsis of the 2012 legislative session, reviewing any amendments to the Inland Wetlands and Watercourses Act. The program will continue with representatives from the Office of the Attorney General presenting an examination of recent court cases. A number of issues associated with these cases will be discussed including, but not limited to, the construction of roads directly related to farming. Further, a presentation on enforcement including the types of violations, collection of evidence, enforcement approaches, and record keeping will be provided. Finally, the program will conclude with an open question and answer session.

October 2012 - Segment 3

Program information available in September

Segment 3 is designed for municipal inland wetlands staff and experienced agency members. The workshop will focus on a selected technical subject with classroom presentations followed by a field excursion. Brochure and online registration for this segment will be available in September.

Registration Form

Wetlands

Segments 1 & 2 Spring/Summer 2012

Please copy this registration form for additional registrants.

Online registration:

Have credit card information ready.

Visa, MasterCard, Discover, Diners International.

<http://continuingstudies.uconn.edu/professional/dep/wetlands.html>

Mail:

Enclose completed form & DEEP voucher, check or P.O.:
University of Connecticut, Student Services Office,
One Bishop Circle, Unit 4056, Storrs, CT 06269-4056

Name _____
(Name as it will appear on your certificate, if applicable.)

Phone: Day () _____
Evening () _____

Preferred Mailing Address: ☐ Home ☐ Business

Street _____

City _____ State _____ Zip _____

Email _____
(of participant)

Date of Birth _____
(requested for online course)

Please list any special needs you may have.

The following required information must be provided for this registration form to be processed.

Check one of the following:

☐ I am a member of my municipal Inland Wetlands Agency for the Town/City of: _____

☐ I am a municipal employee hired/assigned to support the Inland Wetlands Agency for the Town/City of: _____

My title is: _____

☐ Other, please briefly explain (i.e.: Conservation commission member, concerned citizen, consultant, etc.) _____

Certificate Group # 3311

Segment 1, Term 1123

Fee: \$65 per Segment 1 course section

☐ Saturday, April 14, Old Lyme, DEEP Marine Headquarters (S101) 9:00 AM – 4:00 PM

☐ ONLINE (S102)
Course remains open for registration until December 1, 2012. Coursework needs to be completed by December 15, 2012.

Registrants will receive program confirmation and course instruction by email.

Segment 2, Term 1125

Fee: \$50 per Segment 2 course section

☐ Wednesday, May 23, Torrington, UConn Campus (S201), 9:00 AM – 1:00 PM

☐ Saturday, June 2, Hartford, UConn Graduate Business Learning Center (S202), 9:00 AM – 1:00 PM

☐ Wednesday, June 6, Killingly, NE CT Council of Governments (S203), 9:00 AM – 1:00 PM

☐ Saturday, June 9, Old Lyme, DEEP Marine Headquarters (S204), 9:00 AM – 1:00 PM

☐ Wednesday, June 13, Bridgeport, Housatonic Community College (S205), 9:00 AM – 1:00 PM

Total Fees: \$ _____
(includes handouts and refreshments)

☐ DEEP voucher # _____ enclosed.

☐ Check enclosed made payable to UConn.

☐ PO# _____


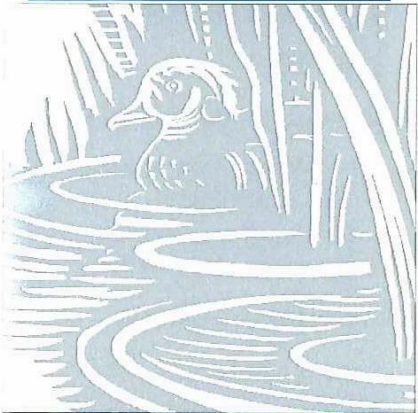
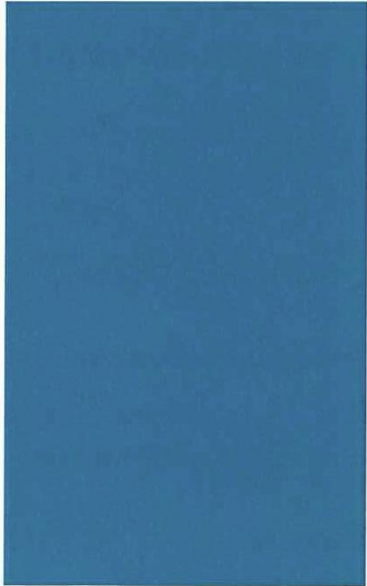
Directions to segment locations are available online (<http://continuingstudies.uconn.edu/professional/dep/wetlands.html>).

Printed on recycled stock.




APPENDIX B2


Segment 3 Brochure



Visit us online at
continuingstudies.uconn.edu

Printed on recycled stock. 

*2012
Municipal
Inland Wetland
Commissioners
Training Program
Segment 3*



*State of Connecticut
Department of Energy
& Environmental Protection
79 Elm Street, Hartford CT 06106-5127
www.ct.gov/deep*

The 2012 Training Program

The Municipal Inland Wetland Commissioners Training Program is presented by the Connecticut Department of Energy & Environmental Protection (DEEP) Wetlands Management Section. Pursuant to the General Statutes of Connecticut Section 22a-39, the DEEP is charged with developing a comprehensive training program for inland wetlands agency members and staff. The training program, offered annually, covers a broad range of legal, administrative and scientific subjects relevant to municipal inland wetlands regulation.

Who should attend?

The Municipal Inland Wetland Commissioners Training Program is intended for Connecticut's 171 municipal inland wetlands agencies. The training program is organized into three segments in order to meet the varying needs and diverse backgrounds of agency members and staff. The three segments are designed as follows:

- Segment 1 is tailored for **new** agency members and staff.
- Segment 2 is recommended for all agency members and staff.
- Segment 3 is designed for agency staff (wetland agents) and experienced agency members.

Is pre-registration required?

Due to limited enrollment, participants must pre-register. Registration is on a first-come, first-served basis with priority being given to inland wetlands agency members and staff. Registrants will receive confirmation and directions online or in the mail.

What happens if a program segment is cancelled or rescheduled?

The DEEP reserves the right to cancel or reschedule the training program. Registrants will be notified at the earliest possible time and offered a different date/location. If the participant is unable to switch to a different date/location any paid registration fees will be refunded in full.

Can a refund be made if a participant needs to cancel?

Registration fees are refundable only if cancellation is received 48 hours prior to the start of the program. If cancellation is received with less than 48 hours notice the participant will be charged the full program fee. Registration fees for the Segment 1 online course are refundable only prior to December 1 and if the registrant has not entered the online course. **These cancellation policies apply to voucher registrants as well.** To cancel, please call 860-486-3331.

Are program registration fees waived for any reason?

CT General Statute Section 22a-42(d) provides that the DEEP waive program registration fees for one person from each town. A voucher for Segment 3 of the 2012 Municipal Inland Wetland Commissioners Training Program has been sent to each town's inland wetlands agency with instructions on its use. To receive complimentary registration, the designated representative must include the **original DEEP voucher** with the mailed registration form or use the voucher code with online registration.

Participants that register for a Segment using the voucher and fail to attend, or fail to cancel at least 48 hours prior to the start of the program, will be charged the full program fee.

Which segment meets the agent training requirement pursuant to CT General Statute Section 22a-42a(c)(2)?

The Statute requires duly authorized agents to complete the DEEP's comprehensive training program before the above authority can be delegated to them by their inland wetlands agency. The DEEP issues a certificate to any member of a municipal inland wetlands agency or staff who completes the training program offered annually. Such certificate is proof that the training requirement has been met.

Important Program Details

- Choose only ONE workshop topic and date when registering for Segment 3.
- The **vernal pool** workshop is from 9:00 AM to 3:00 PM. Morning refreshments and a one hour lunch break will be provided. Please remember to bring a lunch or be prepared to purchase one at a nearby establishment. The afternoon portion of the workshop involves walking on uneven ground. Appropriate hiking footwear or boots is strongly recommended.
- The **stream monitoring** workshop is from 9:00 AM to 12:30 PM and will be conducted indoors. A hands-on activity will be provided in the classroom. An optional stream monitoring demonstration will occur outside immediately following the workshop from 12:30 PM to 1:30 PM. Morning refreshment will be provided however there will be NO lunch break. Those participants wishing to view the stream monitoring demonstration may want to bring a snack. Appropriate walking footwear is recommended for the field portion.
- Workshops will be held rain or shine. In the case of severe weather, the afternoon field portion may be cancelled.
- Due to workshop class size and field constraints pre-registration is required. No walk-in registrations allowed.
- If you cannot attend please cancel by calling 860-486-3331. Cancellation must be received at least 48 hours prior to the start of the program for a refund.

Workshop Descriptions

Vernal Pool Ecology and Monitoring

Under Connecticut's Inland Wetlands and Watercourses Act, vernal bodies of water are considered "watercourses." These bodies of water come in different sizes and shapes and may, or may not, support certain organisms. All vernal bodies of water are considered watercourses under the Act.

One kind of vernal body of water is the 'vernal pool.' Vernal pools provide important habitat for a high diversity of organisms including species with life cycles adapted exclusively to this specific watercourse. Vernal pools are also ecologically connected to the surrounding upland. Natural and human-influenced changes in land use and cover around vernal pools can influence the biological community and ecology of the pool.

This Segment, held at the Connecticut Forest and Park Association in Middletown, will provide a brief review of the authority Connecticut's municipal inland wetlands agencies have in relation to these unique watercourses; present an overview of the ecology of vernal pools, including vernal pool identification in various seasons; and discuss the Connecticut Association of Wetland Scientists Vernal Pool Monitoring Program. Hank Gruner, Vice President, Programs, Connecticut Science Center, and Ed Pawlak, Principal, Connecticut Ecosystems, LLC, will assist with this workshop.

Benthic Macroinvertebrates: What These Organisms Can Tell Us About the Health of a Stream

Small watercourses, such as streams, are homes to lots of tiny animals that live on and under the rocks, on the water plants, or on bits of wood lying in the stream. These animals include larval insects, clams, mussels, worms, and leeches. Collectively they are called macroinvertebrates - animals without backbones - and can be seen with the naked eye.

Macroinvertebrates are a good indicator of stream health. We know which species require cool water and high dissolved oxygen levels, and which species can tolerate the typical contamination from road runoff. Therefore an experienced biologist, with only a cursory examination of the benthic macroinvertebrate assemblage, can determine the site-specific conditions of a stream.

The Rapid Bioassessment (RBA) has become one of the standard methods to gather biological data. It provides for multiple site investigations in a field season and it offers a quick turn-around of results for management decisions. This information can assist municipal inland wetlands agencies when reviewing an application for a regulated activity or when evaluating proposed mitigation measures.

This segment, held at the Sessions Woods Wildlife Management Area in Burlington, will discuss riffle-dwelling benthic macroinvertebrates and the RBA method and will provide a hands-on exercise to identify macroinvertebrates and determine the health of a hypothetical stream. Chris Bellucci, Supervising Environmental Analyst, DEEP Water Quality Monitoring Program, will assist with this workshop.

Registration Form Wetlands**Segment 3 Fall 2012**

Please copy this registration form for additional registrants.

Online registration:

Have credit card information ready.

Visa, MasterCard, Discover, Diners International.

<http://continuingstudies.uconn.edu/professional/dep/wetlands.html>

Mail: Enclose completed form & DEEP voucher, check or P.O.: University of Connecticut, Office of the Registrar, Wilbur Cross Building, 233 Glenbrook Road, Storrs, CT 06269-4077

Name _____
(Name as it will appear on your certificate, if applicable.)

Phone: Day (____) _____

Evening (____) _____

Preferred Mailing Address: ☐ Home ☐ Business

Street _____

City _____ State _____ Zip _____

Email _____
(of participant REQUIRED)

Date of Birth _____
(REQUIRED for online course)

Please list any special needs you may have.

The following required information must be provided for this registration form to be processed.

Check one of the following:

☐ I am a member of my municipal Inland Wetlands Agency for the Town/City of: _____

☐ I am a municipal employee hired/assigned to support the Inland Wetlands Agency for the Town/City of: _____

My title is: _____

☐ Other, please briefly explain (i.e.: Conservation commission member, concerned citizen, consultant, etc.) _____

Certificate Group # 3311

Segment 1, Term 1123

A Primer for New Inland Wetlands Agency Members and Staff

This self-paced course remains open for registration until December 1, 2012. Coursework needs to be completed by December 15, 2012.

Fee: \$65 per Segment 1 course section

☐ ONLINE (\$102)

Registrants will receive program confirmation and course access instruction by email.

Segment 3, Term 1128**Fee: \$55 per Segment 3 course section**

CHOOSE ONLY ONE SESSION

Vernal Pool Ecology and Monitoring Workshop

☐ Friday, October 26, Middletown, CT Forest & Park Association (S301) 9:00 AM – 3:00 PM

☐ Saturday, November 3, Middletown, CT Forest & Park Association (S302) 9:00 AM – 3:00 PM

Benthic Macroinvertebrates Workshop

☐ Thursday, November 8, Burlington, Sessions Woods WMA (S303) 9:00 AM – 12:30 PM, optional field demonstration from 12:30 PM to 1:30 PM

☐ Wednesday, November 14, Burlington, Sessions Woods WMA (S304) 9:00 AM – 12:30 PM, optional field demonstration from 12:30 PM to 1:30 PM

Total Fees: \$ _____
(includes handouts and refreshments)

☐ DEEP voucher # _____ enclosed.

☐ Check enclosed made payable to UConn.

☐ PO# _____

APPENDIX C1

List of Presenters

SEGMENT 1

Jennifer Hockla
DEEP Forestry Division

Darcy Winther
DEEP Inland Water Resources Division

Sharon Seligman
Assistant Attorney General

Carl Zimmerman
DEEP Inland Water Resources Division

SEGMENT 2

Scott Koschwitz
Assistant Attorney

Darcy Winther
DEEP Inland Water
Resources Division

Carl Zimmerman
DEEP Inland Water
Resources Division

Sharon Seligman
Assistant Attorney General

David Wrinn
Assistant Attorney General

SEGMENT 3

Chris Bellucci
DEEP Monitoring and Assessment
Program

Ed Pawlak
Connecticut Ecosystems, LLC
USDA NRCS

Hank Gruner
Vice President, Programs
Connecticut Science
USDA NRCS

Darcy Winther
DEEP Inland Water Resources Division

APPENDIX C2

Segment 1 Agenda

2012 MUNICIPAL INLAND WETLAND COMMISSIONERS TRAINING PROGRAM

SEGMENT 1

Connecticut's Inland Wetlands and Watercourses Act:
A Primer for New Inland Wetlands Agency Members and Staff

AGENDA

8:30 AM - 9:00 AM	Registration / Sign-in
9:00 AM - 9:15 AM	Welcome and Introduction
9:15 AM - 10:00 AM	Wetland and Watercourse Identification
10:00 AM - 10:10 AM	Break
10:10 AM – 10:40 AM	The Connecticut Inland Wetlands and Watercourses Act Part I: the law, jurisdiction, and decision making
10:40 AM – 11:00 AM	Question and Answer Session Part I
11:00 AM – 11:30 AM	The Connecticut Inland Wetlands and Watercourses Act Part II: regular meetings vs. public hearings, the “record”, and enforcement basics
11:30 AM – 11:50 AM	Question and Answer Session Part II
11:50 PM – 12:00 PM	Morning Wrap-up
12:00 PM – 12:50 PM	Lunch
12:50 PM – 1:00 PM	Overview of Afternoon
1:00 PM – 1:40 PM	Functions and Values: Fisheries and Wildlife
1:40 PM – 2:40 PM	Functions and Values: Forestry
2:40 PM – 2:55 PM	Break
3:00 PM – 3:30 PM	A Basic Lesson on Maps and Site Plan Review
3:30 PM – 4:00 PM	Questions, Evaluation Forms, Closing Remarks
4:00 PM	Adjourn

Wetlands Management Section website: <http://www.ct.gov/deep/inlandwetlands>
IWRD phone # 860-424-3019

APPENDIX C3

Segment 2 Agenda



79 Elm Street • Hartford, CT 06106-5127

www.ct.gov/deep

Affirmative Action/Equal Opportunity Employer

2012 MUNICIPAL INLAND WETLAND COMMISSIONERS TRAINING PROGRAM

SEGMENT 2

CONNECTICUT'S INLAND WETLANDS AND WATERCOURSES ACT: *A LEGAL, ADMINISTRATIVE, AND RESOURCE MANAGEMENT UPDATE*

AGENDA

8:30 AM – 9:00 AM	Sign-in/Coffee
9:00 AM – 9:15 AM	Welcome and Program Overview
9:15 AM – 9:45 AM	2012 Legislative Overview
9:45 AM – 10:30 AM	Court Case Update
10:30 AM – 10:45 AM	Break
10:45 AM – 11:45 AM	Enforcement
11:45 AM – 12:30 PM	General Question and Answer Session
12:30 PM – 1:00 PM	DEEP Inland Wetlands Management Section Updates and Program Wrap-up
1:00 PM	Adjourn

APPENDIX C4

Segment 3 Agendas



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Affirmative Action/Equal Opportunity Employer

2012 MUNICIPAL INLAND WETLAND COMMISSIONERS TRAINING PROGRAM

SEGMENT 3

Vernal Pool Ecology and Monitoring

AGENDA

8:30 AM – 9:00 AM	Sign-in/Coffee
9:00 AM – 9:15 AM	Welcome and Program Overview
9:15 AM – 9:30 AM	The Connecticut Inland Wetlands and Watercourses Act: The Definition of Watercourses and the Factors for Consideration
9:30 AM – 10:15 AM	Vernal Pool Ecology
10:15 AM - 10:30 AM	Break
10:30 AM - 11:15 AM	Vernal Pool Monitoring and Identification
11:15 AM - 11:45 AM	Questions and Overview of Afternoon Field Session
11:45 AM - 12:45 PM	Lunch
12:45 PM - 1:00 PM	Gather in Classroom and Discuss Field Sites
1:00 PM – 2:30 PM	Field
2:30 PM – 3:00 PM	Gather in Classroom for Final Discussion, Program Wrap- up, and Exit Questionnaire
3:00 PM	Adjourn



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SEGMENT 3

Benthic Macroinvertebrates:
What These Organisms Can Tell Us about the Health of a Stream

AGENDA

8:30 AM – 9:00 AM	Sign-in/Coffee
9:00 AM – 9:15 AM	Welcome and Program Overview
9:15 AM – 9:30 AM	The Connecticut Inland Wetlands and Watercourses Act: Factors for Consideration and Mitigation
9:30 AM – 10:15 AM	Water Resource Monitoring
10:15 AM – 10:30 AM	Break
10:30 AM – 11:15 AM	Benthic Macroinvertebrates
11:15 AM – 12:15 PM	Hands-on Activity
12:15 PM – 12:30 PM	Questions and Program Wrap-up
12:30 PM – 1:30 PM	Optional Field Stream Survey Demonstration
1:30 PM	Adjourn

APPENDIX D1

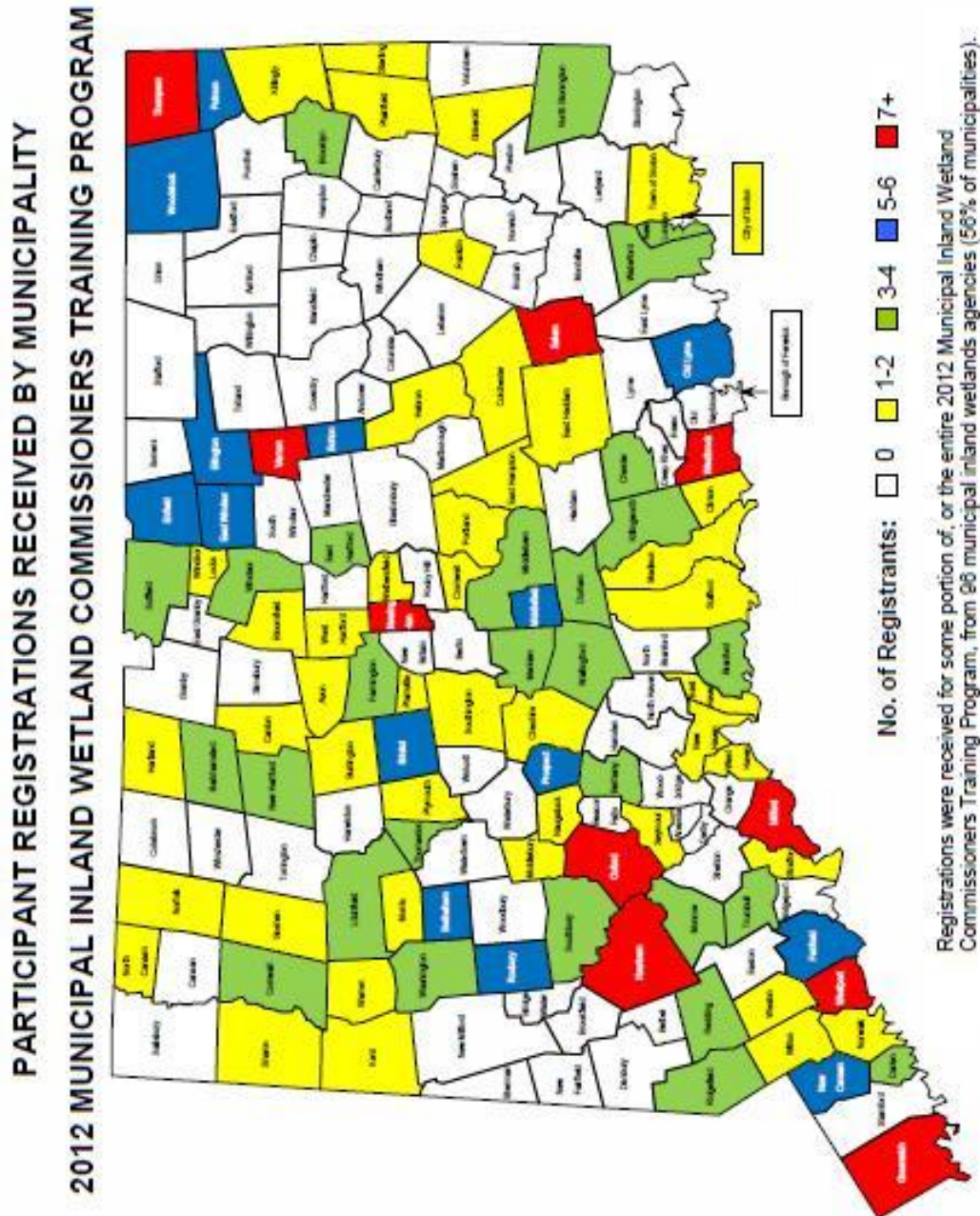
Sample of Voucher

Municipal Inland Wetland Commissioners Training Program	
2012 DEEP VOUCHER for SEGMENT 3	
Town/City Name: DEEP Voucher #:	
Participant Name: _____	PLEASE PRINT
Daytime Phone #: _____	
<i>SEE INSTRUCTIONS ON REVERSE SIDE</i>	

<p>INSTRUCTIONS FOR COMPLETING AND SUBMITTING THE 2012 DEEP VOUCHER for SEGMENT 3:</p> <ul style="list-style-type: none">♦ This voucher (CGS Sec. 22a-42(d)) authorizes <u>one</u> person from each town to register free of charge for Segment 3 of the 2012 Municipal Inland Wetland Commissioners Training Program.♦ Two options exist for registering using this voucher:<ol style="list-style-type: none">1. Mail in this <u>original</u> completed voucher with a completed registration form to the University of Connecticut at the address stated on the registration form.2. Complete an on-line registration form and provide where requested the 2012 Segment 3 <i>DEEP Voucher #</i> printed on the reverse side of this voucher. For on-line registration go to the following address: http://www.continuingstudies.uconn.edu/professional/dep/wetlands.html♦ Photocopies and faxes of this voucher will <u>not</u> be accepted.♦ Remember to make a copy of this voucher and the registration form for your records.♦ If you have any questions contact the DEEP Wetlands Management Section at (860) 424-3019.
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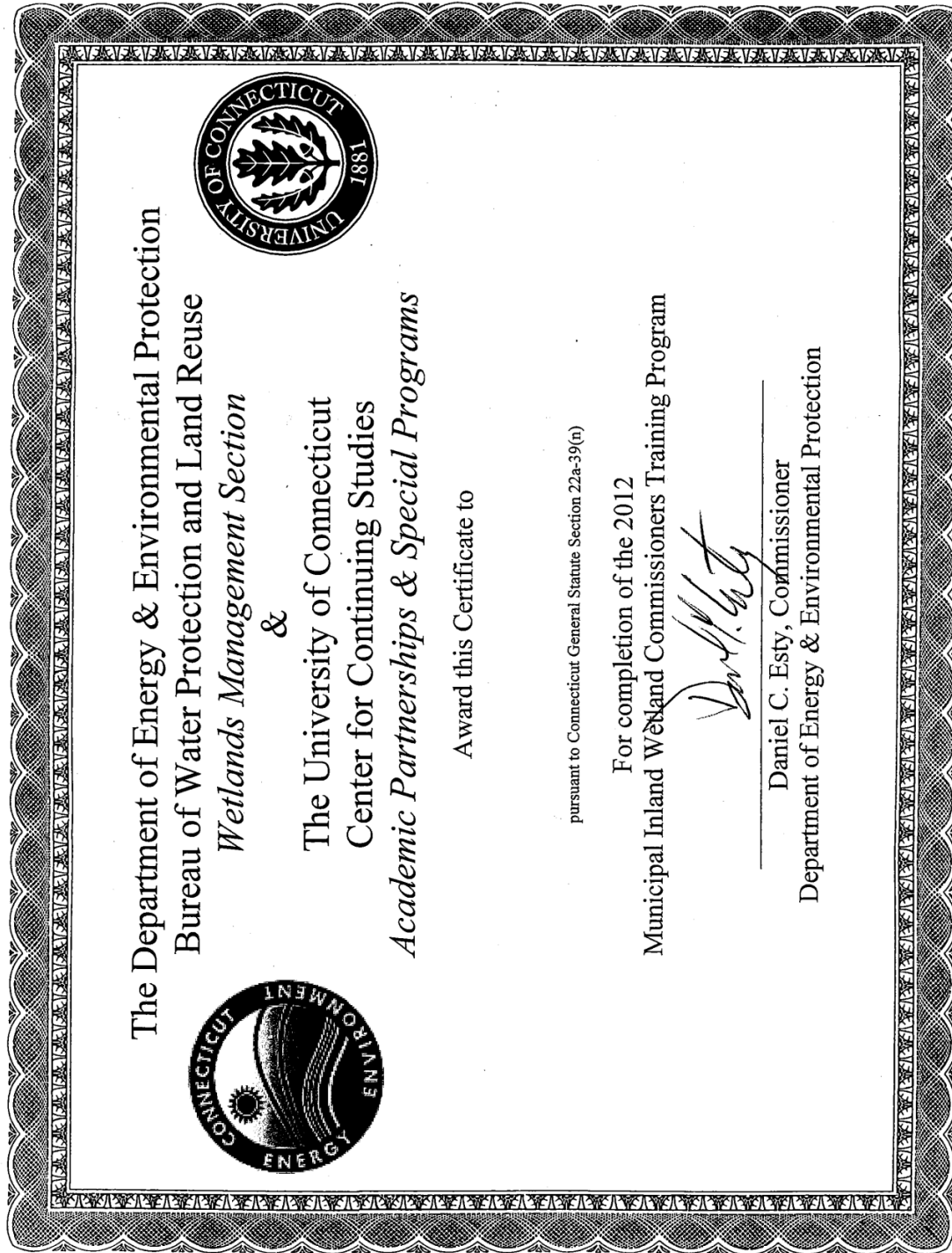
APPENDIX D2

Participant Registrations by Municipality



APPENDIX E

Sample of Certificate of Completion



APPENDIX F

Services Provided by the University of Connecticut, College of Continuing Studies (CCS)

Services provided by CCS included: 1) receiving telephone, FAX, mail, or in-person registration; 2) accepting cash, check, money order, credit card or DEEP voucher; 3) full accounting services; 4) sending via first class mail individual registration confirmations; 5) preparing periodic registration counts and rosters; 6) preparing final numerical reports and tabulating exit questionnaires; 7) personal consulting services of a Program Coordinator to assist in implementation and evaluation of the program; 8) planning and/or facilitation of food services; 9) arranging for instructional space and set-ups including on-site registration; 10) procuring participant transportation for field workshops; 11) marketing services including copy writing for brochures and certificates; and 12) long-term data management.

Services Provided by the Connecticut Department of Energy & Environmental Protection (DEEP)

DEEP staff handled: 1) planning and development of the annual training program, including curriculum development; 2) daily training program inquiries via phone or e-mail; 3) drafting and printing the voucher; 4) drafting and editing the program brochures; 5) two mass mailings of the voucher and program brochure to all municipal inland wetlands agencies; 6) photocopying program handouts and collating the information into text packets; 7) procuring guest speakers; 8) procuring audio-visual equipment; 9) handling on-site logistics with the assistance of CCS; 10) mailing program certificates of attendance; and 11) developing annual training program reports.

APPENDIX G

Sample of Exit Questionnaire

2012 Municipal Inland Wetland Commissioners Training Program Segment Evaluation University of Connecticut, Center for Continuing Studies, Academic Partnerships & Special Programs / CT DEEP Your comments are valuable for planning future training sessions. Thank you for your time and participation.																																																																									
<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">Date:</div> <div style="background-color: black; color: white; text-align: center; padding: 5px; margin-bottom: 5px;">Which segment are you evaluating?</div> <div style="display: flex; justify-content: space-around; padding: 5px;"> <input type="checkbox"/> Segment 1 <input type="checkbox"/> Segment 2 <input type="checkbox"/> Segment 3 </div> <div style="background-color: black; color: white; text-align: center; padding: 5px; margin-bottom: 5px;">If applicable, how long have you been a member or staff of your inland wetlands commission?</div> <div style="display: flex; justify-content: space-around; padding: 5px;"> <input type="checkbox"/> Less than 1 year <input type="checkbox"/> 5 - 10 years </div> <div style="display: flex; justify-content: space-around; padding: 5px;"> <input type="checkbox"/> 1 - 2 years <input type="checkbox"/> More than 10 years </div> <div style="display: flex; justify-content: space-around; padding: 5px;"> <input type="checkbox"/> 3 - 4 years </div>	<div style="background-color: black; color: white; text-align: center; padding: 5px; margin-bottom: 5px;">Location</div> <div style="padding: 5px;"> <input type="checkbox"/> Bridgeport, Housatonic Community College <input type="checkbox"/> Burlington, DEEP Sessions Woods Conservation Center <input type="checkbox"/> Derby, DEEP Kellogg Environmental Center <input type="checkbox"/> Hartford, UConn Graduate Business Learning Center <input type="checkbox"/> Killingly, NECCOG <input type="checkbox"/> New Canaan, Lapham Community Center <input type="checkbox"/> Old Lyme, DEEP Marine Headquarters <input type="checkbox"/> Storrs, UConn Bishop Center <input type="checkbox"/> Torrington, UConn Hogan Lecture Hall </div> <div style="border: 1px solid black; padding: 5px; margin-top: 5px;">Other Location:</div>																																																																								
<div style="background-color: black; color: white; text-align: center; padding: 5px; margin-bottom: 5px;">SEGMENT EVALUATION</div> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 55%;"></th> <th style="width: 10%;">Excellent</th> <th style="width: 10%;">Good</th> <th style="width: 10%;">Fair</th> <th style="width: 10%;">Poor</th> <th style="width: 15%;">N/A</th> </tr> </thead> <tbody> <tr> <td>Before attending this segment, in general how would you rate your knowledge of the topics presented?</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>After attending this segment, in general how would you rate your knowledge of the topics presented?</td> <td 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type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> What did you like most about the segment? <hr/><hr/><hr/><hr/><hr/> </div> <div style="border: 1px solid black; padding: 5px;"> What did you like least about the segment? <hr/><hr/><hr/><hr/><hr/> </div>
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After attending this segment, in general how would you rate your knowledge of the topics presented?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																																																																				
Overall, how would you rate the effectiveness of the segment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																																																																				
How well did the segment meet the objectives as described in the course introduction?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																																																																				
How did this segment correspond to your objectives?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																																																																				
How would you rate the speakers' knowledge about their topics?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																																																																				
How would you rate the speakers' ability to communicate?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																																																																				
How would you rate the speakers' ability to encourage questions and/or participation?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																																																																				
How would you rate the speakers' ability to answer questions clearly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																																																																				
How would you rate the facility?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																																																																				
How would you rate the location accessibility?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																																																																				
Continued on reverse ->																																																																									

<p>Do you have any suggestions for changes or improvements in the segment?</p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	<p>What additional topics / skills would you like to learn about?</p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
<p>Additional Comments:</p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	